



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 11/26/07	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-013-1139-001	
BUREAU/UNIT Management Counseling Services (MCSB)		CLASS TITLE Office Technician – Typing	CBID R04
INCUMBENT Vacant		WORKING TITLE Bureau Secretary	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS The Office Technician is a journey level position which performs a variety of complex duties serving as the Bureau Secretary. This position reports directly to the Bureau Chief. The incumbent must demonstrate strong computer skills, involving use of Outlook, Windows, Word, Adobe and Excel software, and routinely uses telephone, fax, and office copy equipment. Good judgment and the ability to communicate effectively are essential, particularly in interaction with client agency representatives. The position also requires a strong customer service orientation and the ability to work effectively in a small group setting or independently.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
45%	Types, formats and proofreads management reports, feasibility studies, technical manuals, organizational charts, graphics, letters, and assist in research of information on various law enforcement topics.		
30%	Answers and directs MCSB telephone inquiries; handles incoming and outgoing mail, attendance, calendar, travel expense claims, files, and Xeroxing. Prepares correspondence and forms for Bureau staff as needed; assists staff with general support, special project needs, and assembling reports and training materials.		
20%	Logs and tracks management studies, feasibility studies, team building workshops, and field management training events. Maintains the POST master calendar and surf the web for any news articles on law enforcement for the Executive Director.		
5%	On a time available basis, assists other POST bureaus with telephone coverage, workload assistance, and in the organizational reception area, assists with walk-in clients.		

NON-ESSENTIAL FUNCTIONS

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable)*:

WORK ENVIRONMENT

Office setting

PHYSICAL ABILITIES

N/A

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)

Ron Wood

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

HUMAN RESOURCES ANALYST'S NAME (Print)

HUMAN RESOURCES ANALYST'S SIGNATURE

DATE